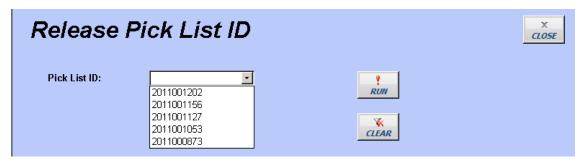
EV LAB Releasing Pick List / Evidence Released for Lab Examination

A. SCOPE

A.1 Evidence items needed for examination are requested by Division staff members from the Evidence section through a Pick List. The Pick list items are then released to Division staff members by an Evidence Clerk.

B. PROCEDURES

B.1 The Division staff member will provide you with their pick list. Select *Release Pick List* from the *Evidence Main Menu*.



- B.2 From the drop down screen select the *Pick List ID* number that matches the number on the pick list provided by the Division staff member.
- B.3 Select the RUN icon.
- B.4 Enter your four digit pin number in the *Released By* field.
- B.5 Select the *Close* icon.
- B.6 Use the pick list to pull the evidence, under each item listed you will find the evidence shelf location.
- B.7 Give the pick list with the evidence items to the Division staff member.

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